

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-8495



September 18, 1979

FSD LETTER NO. 79-30

ALL-COUNTY LETTER NO. 79-62

TO: COUNTY WELFARE DIRECTORS  
DISTRICT ATTORNEYS  
FAMILY SUPPORT DIVISIONS  
COUNTY AUDITORS  
WELFARE FISCAL SUPERVISORS  
ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: REVISED CLAIMING PROCEDURES FOR THE CHILD SUPPORT ENFORCEMENT PROGRAM

REFERENCE: ALL-COUNTY LETTER NO. 78-37 AND FSD LETTER NO. 78-27

This letter is to provide revised fiscal instructions for incentive claiming and distribution of collections under the Child Support (IV-D) Enforcement Program. These revisions will significantly simplify the existing process. The material covered in this letter supersedes All-County Letter 78-37 (FSD #78-27). The implementation date for these revisions is July 1, 1979.

Chapter 282, Statutes of 1979 (Assembly Bill 8), recently passed by the Legislature, provides for a new rate of state/county participation in AFDC-FG, U, and BHI aid payments. Because of this change, the Child Support Enforcement Program was faced with the prospect of establishing and maintaining three separate unreimbursed assistance pools each with a different set of distribution ratios. The first would represent aid paid prior to July 1, 1978. The second would cover aid paid between July 1, 1978 and June 30, 1979, and the third would be for aid paid July 1, 1979 and after.

In order to simplify this process, counties will be required to maintain only one unreimbursed assistance pool with one set of distribution ratios. Money will be returned to the state and counties based on the current year aid payment sharing ratios. This means that AFDC-FG and U ratios will be 47 percent (federal), 47 percent (state), six percent (county), and for AFDC-BHI the ratios will be 47 percent (federal), 50 percent (state), three percent (county).

The use of the current year sharing ratios to distribute total collections should prove efficient and equitable to all levels of government because: (1) the vast majority (80 percent) of collections are current, (2) the prior year variances in recoupment ratios (noted in paragraph two above) will help balance the net return to the state and counties, and (3) the use of one unreimbursed assistance pool will result in a substantial reduction of administrative effort and costs.

Other major fiscal changes which simplify the reporting of child support collections are specified below:

1. AFDC-FG and AFDC-U child support collections will be combined on one CS800/CS801 distribution claim. Thus, only two claims will be submitted each month. One will be for FG/U and the other for BHI.
2. Prior fiscal year adjustment claims will only be submitted once a quarter (February, May, August, November) instead of monthly. This will reduce the volume of paperwork being submitted to the state.
3. Also, effective July 1, 1979, only one copy of the CS800/CS801 distribution claim should be submitted to the state.

The purpose of the above changes is to update and streamline the reporting of child support collections. These changes should be implemented on your August claim which is due October 12, 1979. Adjustments for the July 1979 claims will be made by DSS staff.

#### Forms

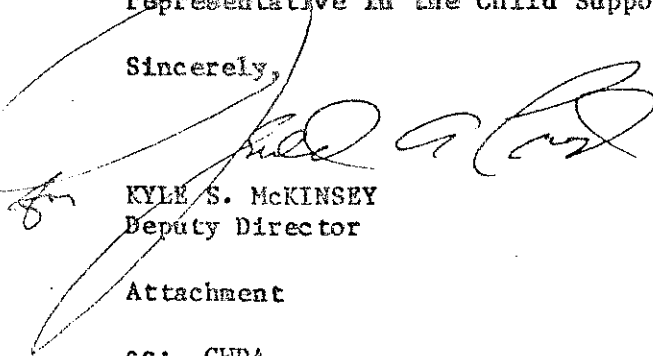
Attached are copies of the revised distribution forms and instructions for completing them. A supply of these forms will be sent to the counties shortly. The old forms will still be available for your use in reporting and adjusting collections made prior to July 1, 1979. If your county needs any additional forms contact:

Department of Social Services  
Warehouse  
Mail Station 19-20  
6150 - 27th Street  
Sacramento, CA 95822  
Telephone: (916) 322-6250

In order to ensure the delivery of the correct form, please be sure to specify the revision date of the form you are requesting.

If you have any questions concerning the changes stated in this letter or have not received your new forms by September 28, 1979, contact your county representative in the Child Support Operations Bureau at (916) 322-6384.

Sincerely,



KYLE S. MCKINSEY  
Deputy Director

Attachment

cc: CWDA

CS278M - Child Support Transmittal/Action Document (Child Support Form)

The CS278M, Child Support Transmittal/Action Document, is a combined information transmittal, computation worksheet, and action document. This form must be completed upon receipt of each monthly welfare child support payment.

Section A. Collecting Agency Information

The collection agency completes Section A in original and three copies. The original is retained by the collection agency and three copies are transmitted to the IV-D Unit in the county welfare department no later than ten days after the end of the month in which the collection was received. The number of copies used in any county may be adapted to the needs of the county's fiscal system.

Monthly Transaction

This number serves as a control for audit purposes. Each CS278M is assigned a progressive number with no repetitions in any given month. Collection agency receipt numbers may also be used.

State Case Number

This number is required for recipient identification.

County (Line 1a)

Enter your county's name and FIPS code.

Collection Agency (Line 1b)

This must always indicate the locality that made the actual collection of the child support payment.

Absent Parent Information (Line 2)

Enter the absent parent's name (Line 2a) and Social Security number (Line 2b). Companion cases (Line 2c) may be used at the discretion of the collection agency or the welfare department to indicate any other absent parents who are also making support obligation payments to the same FBU.

Recipient Information (Line 3)

Enter the name of the payee.

Amount of Collection (Line 4), Amount of Current Obligation (Line 4a),  
Amount of Assigned Arrearages (Line 4b), Date of Court Order, if one exists  
(Line 4c) and Date of Collection (Line 4d)

Enter information obtained from the CS831, Collection Agency - Account Receivable.

Section B. County Welfare Department Action Document

Total Collections (Line 1, a, b, and c)

Divide the total child support collection into current, arrearage, and future payments.

Current collection (Line 1a) is the amount of the collection (Section A, Line 4) up to the amount of the current court-ordered support obligation (Section A, Line 4a). Arrearage collection (Line 1b) is the amount of the current collection (Section A, Line 4) in excess of the current obligation (Section A, Line 4a) up to the amount of the assigned arrearages (Section A, Line 4b). Future amounts (Line 1c) is the amount of the current collection (Section A, Line 4) that exceeds the current obligation (Section A, Line 4a) and the assigned arrearages (Section A, Line 4b).

Current Month (Line 2)

This is the month in which the current support obligation was received by the collection agency in your county.

Assistance Paid (Line 2a)

The amount of assistance paid in the current month is obtained from the IV-A case file or the integrated claim.

Current Collection (Line 2b)

This is the total collection on the current support obligation. This amount must equal Line 1a.

Recoupment (Line 2c)

This is the amount of the current support collection that is applied as a recoupment against the grant. The amount of the recoupment will be equal to the Assistance Paid (Line 2a), or the current collection (Line 2b) whichever is less.

Pass-On (Line 2d)

This is the remaining amount of the collection on the current support obligation after deducting recoupment.

Pass-on can only occur (1) on a current month basis, (2) when a court-ordered support obligation is in effect, and (3) when the entire amount of assistance paid in the current month has been recouped. Pass-on will be sent to the family in the month following the month of collection. Pass-on is considered income in future grant computations.

If a court order is not in effect, the difference between assistance paid and the support obligation for the month shall be applied against the unreimbursed assistance pool.

### Unreimbursed Assistance (Line 2e)

This is the difference between the Assistance Paid (Line 2a) and the Recoupment (Line 2c).

Collections that are determined to be payments on future months obligations will be treated, for distribution purposes, as if the amount had been received in the future month. Future payments can only occur when the absent parent is current in his obligation, that is, no arrearages exist.

Since a CS278M will not be received from the collection agency for future months for which a collection has already been made, IV-D Units in the welfare departments should partially complete a CS278M and hold it in a suspense file until needed. Reference should be made to Part A of the CS278M on which future payments were reported.

It is possible that amounts received in excess of the support obligation are not an early payment of the future month's obligation. This is an "Invalid Payment" and should be returned to the absent parent. "Invalid Payments" could occur when a child has died or reached the age of majority.

### Recoupment of Prior Months Unreimbursed Assistance (Line 3)

If the child support payment received is in excess of the current month's support obligation and there are assigned arrearages, this excess is applied against the unreimbursed assistance pool balance, which is obtained from the CS278L. (Before making the distribution of the arrearage payment, post the distribution of the current collection to the CS278L. This is necessary to arrive at the current unreimbursed assistance pool balance.)

### Unreimbursed Assistance (Line 3a)

This amount is the balance from the Unreimbursed Assistance Pool column of the CS278L.

### Arrearage Collection (Line 3b)

The arrearage collection is taken from Line 1b.

### Recoupment (Line 3c)

Enter the amount of Unreimbursed Assistance (Line 3a) or the Arrearage Collection (Line 3b) whichever is less.

### Unreimbursed Assistance (Line 3d)

This is the difference between the Unreimbursed Assistance (Line 3a) and the Recoupment (Line 3c). It is the new balance of the unreimbursed assistance pool and is posted to the appropriate column on the CS278L.

### Excess to be Paid to Family (Line 3e)

This is the Arrearage Collection (Line 3b) minus the Recoupment (Line 3c). The Unreimbursed Assistance Pool must be depleted before excess will be paid

to the family. Excess will be sent to the family in the month following the month of collection. Excess is considered as income in future grant computations.

### Section C. Payment Information

Enter the name and address of the recipient family. The amounts of Pass-On (Line 2d) and Excess (Line 3e) are totaled and entered in "Payment Amount".

After completing Form CS278L (see the next section) the IV-D Unit budget clerk signs and dates the CS278M and then distributes the three copies.

One copy of the CS278M is sent to the auditor for the issuance of Pass-On/Excess Payment to the Family. The second copy is sent to the Eligibility Worker (EW) assigned to the corresponding welfare case to aid in redetermining financial eligibility, and the third copy is used to post distribution to the CS278L child support case history and complete the CS801 payroll form. Counties may alter disbursement of copies to suit the particular needs of their county's fiscal system.

### CS278L Child Support Case History and List of Authorizations

The CS278L serves as a record of IV-D transactions to the case and is an authorizing document. A copy of the CS278L is to be retained in the case file. Each month the distribution data from Part B of the CS278M is posted to the case history.

The top section of the CS278L provides space for the county's name, the recipient's name and state case number, the absent parent's name and Social Security number, amount of the court order and date of the court order. This required information can be obtained from the CS278M.

The initial entry on the body of the CS278L will be establishment of the Unreimbursed Assistance Pool. The Unreimbursed Assistance Pool only has to be established if there are assigned arrearages. The case records need to be researched back far enough to cover the amount of assigned arrearages.

When an amount of unreimbursed assistance is posted to the Unreimbursed Assistance Pool on Form CS278L, a notation should be made to identify the period of unreimbursed assistance covered, i.e., October 1977-August 1978.

The body of the Case History and List of Authorization form identifies, distributes and applies the collection and also provides a record of pass-on, and excess payments to the family. The distribution of the child support collection made on the CS278M is recorded in the applicable columns on the CS278L. A posting in the Prior Recoupment column will have a corresponding entry in the Unreimbursed Assistance Pool.

If a child support collection is received which covers both the current obligation and arrearages, separate (two-line) postings will be made on the CS278L. The amount of unreimbursed assistance is added to the previous Unreimbursed Assistance Pool to arrive at the new balance.

## CS801 - Child Support Payroll Form for Collection and Disbursement

Only one copy of the payroll form needs to be submitted to the state. It contains essentially the same information requirements as the previous forms (CS278M and CS278L).

Intracounty, intercounty, and interstate identification is required so that proper incentive reimbursement can be made. It will be necessary for the counties to organize their payrolls in the following manner:

1. All intracounty collections (collections by your county for your county) must be subtotaled separately. Page totals are also required. It will be necessary to subtotal the case count also.
2. All intercounty collections (collections by other counties for your county) must be subtotaled separately by each collecting county. Then the aggregate of intercounty collections and case count are to be subtotaled.
3. Interstate collections are to be handled identically to the intercounty collections. Each collecting county within each state is to be subtotaled separately, and then the aggregate of collecting states are to be subtotaled.

The CS801 must also be subtotaled separately by aid category (FG/U, BHI), or an integrated payroll may support separate claims. As previously stated, FG and U will be combined. A separate CS801 will be prepared to report any nonfederal BHI or unassigned collections.

Form CS801 includes the requirement for case count, which is a count of AFDC cases and not the number of absent parents. Separate Family Budget Units (i.e., 30-0005432-1 and 30-0005432-2) will be counted as separate cases. This also applies to Family Group or Unemployed cases where one or more children are placed in Boarding Homes and Institutions (BHI). Each BHI child is counted separately. Case count requirements are as follows:

1. Amount Collected: The number of AFDC cases for which one or more child support collections were paid.
2. Prior-Month Collections: The number of AFDC cases for which one or more child support arrearage collections were made.
3. Pass-On: The number of AFDC cases that received one or more pass-on payments.
4. Excess: The number of AFDC cases that received one or more excess payments.

Case count for the above items will be done according to previous instructions given in the Fiscal Handbook.

## CS800 - Summary Report of Child Support Payments

Form CS800 is the claiming form for reporting child support payments for AFDC-FG, AFDC-U, and AFDC-BHI. AFDC-FG and AFDC-U child support collections

will now be combined on one CS800/CS801. Following are instructions for completing the revised CS800 (9/79).

Section A: Collection and Disbursement. This section contains the disbursement information and case counts brought forward from the appropriate subtotals on the CS801 payroll.

Line A1 - Amount collected for disbursement. The amount and case count are posted from the totals in the "Amount Collected" column on the CS801.

Line A2 - Pass-On. The amount and case count are posted from the "Pass-On" column on the CS801.

Line A3 - Recoupment at 30 percent incentive. This amount is obtained by combining the totals of the "Current Month Recoupment" column and the "Prior-Month Recoupment" column on the CS801.

Line A4 - Recoupment Unassigned. This amount is obtained by combining the totals of the "Current Month Recoupment" column and the "Prior-Month Recoupment" column on the CS801. A separate CS801 payroll page will be prepared listing unassigned cases.

Line A5 - Recoupment Nonfederal BHI. This amount is obtained by combining the totals of the "Current Month Recoupment" column and the "Prior-Month Recoupment" column on the CS801. A separate CS801 payroll page will be prepared listing Nonfederal BHI cases.

Line A6 - Total Recoupment. This is the total of the amounts entered on lines A3, A4, and A5.

Line A7 - Excess Remitted to Family. The amount and case count are posted from the "Excess" column on the CS801.

Section B: Recoupment - Current and Prior. This section will provide for the breakdown of the total recoupment by current and prior.

Line B1 - Current. Total current month recoupment from the CS801.

Line B2 - Prior. Enter the total from the "Prior-Month Recoupment" column on the CS801. Case count will be posted from the "Prior-Month Collection" column on the CS801.

Line B3 - Total Recoupment. Post the amount from Line A6, Column 4.

Section C and D are optional and are to be completed for county use only.

Section C: Repayment Computation. This section provides for the repayment computation of recoupment by federal, state, and county share. Line C1 is for AFDC-FG/U recoupment and Line C2 is for AFDC-BHI recoupment.

Line C1 - Enter the combined total of Column 4 Lines A3 and A4 in Column 4. The federal, state, and county share of recoupment for AFDC-FG/U aid paid is then determined by multiplying the recoupment by the repayment ratios (47 percent federal, 47 percent state, six percent county). This line will only be used for computing the repayment for AFDC-FG/U recoupment.



Line C2 - Enter the combined total of Column 4, Lines A3, A4, and A5 in Column 4. The federal, state, and county share of recoupment for AFDC-BHI aid paid is then determined by multiplying the recoupment by the repayment ratios (47 percent federal, 50 percent state, three percent county). This line will only be used for computing the repayment for AFDC-BHI recoupment.

Section D: Incentive Computation. This section is for those counties that wish to calculate their incentive payments. However, this total is not the total amount due the county since it does not include incentive payments from other counties and states.

## CHILD SUPPORT TRANSMITTAL/ACTION DOCUMENT

## A. COLLECTION AGENCY INFORMATION

MONTHLY TRANSACTION NUMBER	STATE CASE NUMBER
1(A) COUNTY NAME AND CODE	1(B) COLLECTING AGENCY NAME AND CODE
2(A) ABSENT PARENT INFORMATION - ABSENT PARENT NAME	2(B) ABSENT PARENT'S SOCIAL SECURITY NUMBER
2(C) COMPANION CASES	

## 3 RECIPIENT INFORMATION - PAYEE NAME

4. Amount of Collection	\$	4(C) DATE OF COURT ORDER	4(D) DATE OF COLLECTION
4(a). Amount of Current Obligation	\$		
4(b). Amount of Assigned Arrearages	\$		

## B. COUNTY WELFARE DEPARTMENT ACTION DOCUMENT

1. TOTAL COLLECTIONS (LINE A4, ABOVE)	1(A) CURRENT	1(B) ARREARAGES	1(C) FUTURE
\$	\$	\$	\$
2. CURRENT MONTH			

2(a). Assistance Paid	\$	Section B, Line 1(a).	
2(b). Current Collection	\$		
2(c). Recoupment	\$		Section B, Line 2(a) or 2(b), whichever is less.
2(d). Pass-on	\$		Section B, Line 2(b) minus Line 2(a), if amount of Line 2(b) exceeds Line 2(c).
2(e). Unreimbursed Assistance	\$		Section B, Line 2(a) minus Line 2(c).
3. Recoupment of Prior Months Unreimbursed Assistance			
3(a). Unreimbursed Assistance	\$	Section B, Line 1(b).	
3(b). Arrearage Collection	\$		
3(c). Recoupment	\$		Section B, Line 3(a) or 3(b), whichever is less.
3(d). Unreimbursed Assistance Remaining	\$		Section B, Line 3(a) minus Line 3(c).
3(e). Excess Paid to Family	\$		Section B, Line 3(b) minus Line 3(c).

## C. PAYMENT INFORMATION

NAME OF FAMILY		
ADDRESS		
PAYMENT AMOUNT	PASS-ON	EXCESS
\$	\$	\$
SIGNATURE OF BUDGET CLERK		DATE

## CHILD SUPPORT CASE HISTORY AND LIST OF AUTHORIZATIONS

RECIPIENT:	PAYEE	STATE CASE NUMBER
ABSENT PARENT:	NAME	SOCIAL SECURITY NUMBER

COUNTY

[illegible]

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Do not use this revision for reporting collections made prior to July 1, 1979.

INTRACOUNTY -	Collected By
INTERCOUNTY -	Collected By
INTERSTATE -	Collected By

☐ Non-Fed BHI ☐ Unassigned

[illegible]

## SUMMARY REPORT OF CHILD SUPPORT PAYMENTS

(Do not use this revision for reporting collections made prior to July 1, 1979. Round all figures to the nearest dollar.)

- ☐ Family Group/Unemployed (FG/U)
- ☐ Boarding Homes and Institutions (BHI)

FOR STATE USE		
<input type="checkbox"/> DSS	<input type="checkbox"/> COUNTY WELFARE	<input type="checkbox"/> COUNTY AUDITOR
COUNTY CODE		
MONTH		
FISCAL YEAR STATUS		
TOTAL COLLECTIONS		

COUNTY	MONTH/YEAR
--------	------------

	COLUMN 1		COLUMN 2		COLUMN 3		COLUMN 4	
	INTRACOUNTY		INTERCOUNTY		INTERSTATE		TOTAL COLUMNS 1 THRU 3	
	Distribution	Case Count	Distribution	Case Count	Distribution	Case Count		
A. COLLECTIONS AND DISBURSEMENT								
1. Amount collected for disbursement								
2. Pass-on								
3. Recoupment 30% Incentive								
4. Recoupment unassigned								
5. Recoupment non-Fed BHI								
6. Total recoupment (A3+A4+A5)								
7. Excess remitted to family								

## B. RECOUPMENT - CURRENT AND PRIOR

	CASE COUNT	
1. Current		(CS 801)
2. Prior		(CS 801) (Case count: CS 801 prior month collection column)
3. Total Recoupment		(Column 4, Line 6)

## TO BE COMPLETED AT COUNTY OPTION

## C. REPAYMENT COMPUTATION

	FEDERAL	STATE	COUNTY	TOTAL (Columns 1 thru 3)
1. FG & U Recoupment only (Column 4, Line A3+A4)				
2. BHI Recoupment only (Column 4, Line A3+A4+A5)				

## D. INCENTIVE COMPUTATION

	For Claiming County	To Collecting County	To Collecting State	TOTAL (Columns 1 thru 3)
1. Line A3 x .15 (Federal)				
2. Line A3 x .15 (State)				

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the administration of Aid to Families with Dependent Children in and for aforesaid county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the distribution of child support collections reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Department of Social Services.

SIGNATURE OF COUNTY WELFARE DIRECTOR

DATE

I HEREBY CERTIFY, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts reflected herein are in accordance with authorizations for the Child Support Enforcement Program made by the county; that said amounts correctly reflect Federal shares in the distribution reflected and that warrants thereto have been issued according to law and the rules and regulations of the State Department of Social Services.

SIGNATURE OF COUNTY AUDITOR OR CONTROLLER

DATE